

BCS-Job Id. 011552

10-34-560-01 #3



PERSONNEL OFFICE USE ONLY

EEO Job Categories
(Nos. a - 1)

Date Job Filled

Hired (name):

EEO Graph Updated

9-8-10

BURNS, James

Station: KENVDepartment: NewsJob Title: P/T Video Editor

Job Slot No.: _____

Shift: TBDAvailable: 9/13/2010

Requirements: (Example - Typing speed, carry equipment, Driver's License)

See Attached.

Present Salary Range:

\$ 10.00 hr. per month or hour (Not Posted)

Previous Employee's Salary:

\$ 10.00 hr. per month or hour (Starting)

Greg Knight

\$10.00 hr.

Miriam Shumway (Intern)

\$ 8.35 hr. per month or hour (Final)

(Employee's Name)

EEO Referral Sources to Contact: Free Postings

(IF REFERRAL SOURCES ARE NOT FREE, AN APPROVED PURCHASE ORDER IS REQUIRED TO POST.)

SUBMITTED BY:
(Please print)

Department Head / Contact

Date

APPROVED BY:
(Please sign)

Station Manager or Designee

Date



JOB OPPORTUNITIES

Location: KENV-TV, News 10, Elko, Nevada

Position: **P/T Video Editor**

Shift: To Be Determined

Typical Duties: Operate studio cameras for all local newscasts and updates;
Perform lighting duties as required for studio production;
Responsible for "On-Air" switching of video and audio;
Operate character generator and audio board for news and commercial production;
Shoot and edit news stories with Mini DV & SVHS equipment;
Edit videotape for voice-overs, sound bites and packages;
Responsible for maintenance of camera equipment and News vehicle;
Knowledge of computers and web applications; and
Perform other tasks related to the position as assigned.

Requirements: Experience in video editing & studio cameras;
Familiar with Pinnacle & Adobe editing programs;
Ability to work well under pressure and as a team member;
Typing and good spelling skills necessary;
Ability to read and write;
Must be able to lift and position up to 40 pounds lighting instruments;
Previous television experience preferred, but not necessary;
and Pass pre-employment drug test.

Job Available: Immediately

Contact: Terry Hritz, KENV Station Manager
1025 Chilton Circle
Elko, Nevada 89801, **email cwalker@MyNews4.com**

RUBY MOUNTAIN BROADCASTING COMPANY AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

**This employer does not discriminate on the basis of
sex, age, race, color, religion, disability,
national origin, marital or veteran's status.**

Date Posted: 8/31/10



***KENV TV 10, ELKO NV
Job Opportunities***

	Date Posted	Dept
P/T Video Editor	08/31/10	560

View Previous Job Listings and Responses

Job ID:	J011552
Date Submitted:	09/01/2010
Job Title:	Part Time Video Editor
Compensation:	per hour
Employment Type:	parttime
Hours/Shifts:	
Education:	
Experience:	
Job Description:	Operate studio cameras for all local newscasts and updates; Perform lighting duties as required for studio production; Responsible for "On-Air" switching of video and audio; Operate character generator and audio board for news and commercial production; Shoot and edit news stories with Mini DV & SVHS equipment; Edit videotape for voice-overs, sound bites and packages; Responsible for maintenance of camera equipment and News vehicle; Knowledge of computers and web applications; and Perform other tasks related to the position as assigned.
Requirements:	Experience in video editing & camera operation; Familiar with Pinnacle & Adobe editing programs; Ability to work well under pressure and as a team member; Typing and good spelling skills necessary; Ability to read and write; Must be able to lift and position up to 40 pounds lighting instruments; Previous television experience preferred, but not necessary; and Pass pre-employment drug test
Benefits:	401K
Date Job Available:	09/01/2010
Job Category:	News
Contact's First Name:	Carrie
Contact's Last Name:	Walker
Fax:	775-785-1208
E-mail Address:	cwalk@MyNews4.com
Level of	City/Local Posting

Outreach:	
Other Outreach:	_jobs posting@kvbc.com = staions postings: KRNv, KSNv, KENV, KYMA, KPVI, KCWY, KTVH. Andrew Christancho = KRNv website. Ryan Coleman = KRNv TV promo. Mark Shildstone= Medialine@medialine.com. Earlene Lefler= Nevada Broadcasters Association. Sylvia Wells= California Chicano News Association. State of Nevada Employment Office= Fax 775-689-1279
Job Post Expiration:	09/15/2010
For which station(s) are you advertising this job? KENV-TV	
Hide station(s) on job listing? No	
Attach EEO Data Form with Posting? Yes	

[View Responses](#)[Print](#)

Station(s): KENV-TV

Job Resources for (job ID): J011552

Agency Name	Contact Name	Address1	City	State	Zip	Phone	Fax	HC	RN	RI
Adult High School-GED Center	Evelyn Cheney	1215 Franklin Avenue	Lovelock	NV	89419	775-273-9013	775-273-4908	F	N	0
Advocacy, Communication, Training-Employment Services		2222 West 3500, South #B1	Salt Lake City	UT	84119	801-886-3442	801-886-3426	F	N	0
American Institute of Health Technology, Incorporated	Sue Perry	6600 Emerald	Boise	ID	83704	208-377-8080	208-322-7658	F	N	0
American Staffing		1025 Shoshone Street, North #3	Twin Falls	ID	83301	208-734-6452	208-736-7265	F	N	0
Blackfoot Workforce Development Center	Dan Baldwin	155 North Maple PO Box 9	Blackfoot	ID	83221	208-785-2200	208-785-5036	E	N	0
Boise Job Service		219 West Main Street	Boise	ID	83735	208-334-6233	208-895-8441	E	N	0
Boise One-Stop Career Center		219 Maine Street	Boise	ID	83335	208-334-6204	208-334-6222	F	N	0
Canyon County One-Stop Career Center		5909 Graye Lane	Caldwell	ID	83606		208-454-7720	F	N	0
Canyon County Workforce Development Center		6107 Graye Lane PO Box 220	Caldwell	ID	83605		208-454-7720	E	N	0
Carson Valley Chamber of Commerce	Bill Chernock	1513 Highway 395	Gardnerville	NV	89410	775-782-8144	775-782-1026	E	N	0
Center for New Directions	Bessie Katsilometes	Campus Box 8380	Pocahitto	ID	83209		208-282-5160	F	N	0
Centro De La Familia De Utah		320 W. 200 South Suite 300 B	Salt Lake City	UT	84401		801-521-6242	F	N	0
Churchill County	Brad Goelsch	155 North Taylor Street Suite 153	Fallon	NV	89406	775-423-5136	775-423-0717	E	N	0
Churchill Economic Development Authority	Eric Grimes	PO Box 1236	Fallon	NV	89407	775-423-8587	775-423-1759	E	N	0
Citadel-Boise	Leslie Rowe	1419 W. Bannock Street	Boise	ID	83702		208-331-7860	E	N	0
College of Southern Idaho	Jennifer Zimmers	PO Box 1238	Twin Falls	ID	83303	208-733-9554	208-736-3015	F	N	0
College-Albertson College	Glyma	2112 Cleveland Boulevard	Caldwell	ID	83605	208-459-5000	208-454-2077	F	N	0
College-Great Basin College	Pat Collins	1500 College Parkway Career Center-Berg Hall	Elko	NV	89801	775-738-8493	775-738-8771	E	N	0
College-Western Nevada Community		13 Pearl Street	Yerington	NV	89447	775-463-2412	775-463-4334	F	N	0

[illegible]

Job Resources for (job ID): J011552

[illegible]

Job Resources for (job ID): J011552

[illegible]

Job Resources for (job ID): J011552

		STE 500							N	0
REFERRAL-PREVIOUS EMPLOYEE	Terry Hritz	1025 Chilton Circle Elko, NV 89801				7757778500				
ROY EMPLOYMENT CENTER	JOB PLACEMENT	1951 W 5400 S	ROY	UT	84067	801-776-7200x	801-776-7250	F	N	0
SALVATION ARMY	CAROLYN	403 12TH AVE S	NAMPA	ID	83651	208-467-6586x	208-467-1183	F	N	0
SALVATION ARMY	LEAH PARKS	4308 W STATE ST	BOISE	ID	83703	208-343-5429x (208) 343-5402		F	N	0
SALVATION ARMY	LORI	605 NORTH BLVD	IDAHO FALLS	ID	83402	208-522-7200x	208-522-5127	F	N	0
Shoshone Bannock Tribes	David Lee	Fort Hall Indian Reservation, Idaho PO Box 306	Fort Hall	ID	83203	208-478-3755	208-478-3950	E	N	0
South Central Idaho Works! (Area 4)	Candy McElfresh	P O Box 5079	Twin Falls	ID	83303	208-732-5727	208-732-5454	E	N	0
University-Boise State University	Randy Smith	1910 University Drive	Boise	ID	83725	208-426-1011	208-426-3779	F	N	0
University-Idaho State University	Troy Kase	921 South 8th Avenue Museum Building-Room 440	Pocatello	ID	83209	208-282-2380		E	N	0
University-Idaho State University-KISU-FM	Jerry Miller	921 South 8th Avenue Mail Stop 8014	Pocatello	ID	83209	208-282-3691		E	N	0
University-Weber State University		1105 University Circle Room 242	Ogden	UT	84408	801-626-6393	801-626-7252	E	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	1050 S MEDICAL DR	BIRGHAM CITY	UT	84302	435-734-4060x	435-734-4062	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	115 E 100 S	RICHFIELD	UT	84701	435-893-0000x (435) 893-0002		F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	1290 E 1450 S	CLEARFIELD	UT	84015	801-776-7800x	801-825-9595	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	2861 S 900 W	SALT LAKE CITY	UT	84119	801-975-4005x	801-975-4039	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	3041 S 8560 W	MAGNA	UT	84044	801-250-2580x	801-250-2599	F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	44 S 350 E	DELTA	UT	84624	435-864-3860x (435) 864-4173		F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	480 E 27TH ST	OGDEN	UT	84401	801-626-0300x (801) 394-7375		F	N	0
UTAHS JOB CONNECTION	JOB PLACEMENT	55 W 100 N	FILLMORE	UT	84631	435-743-5304x (435) 743-5458		F	N	0

Job Resources for (Job ID): J011552

UTAH'S JOB CONNECTION	PLACEMENT	5735 S REDWOOD RD	TAYLORSVILLE	UT	84123	801-269-4700x	(801) 269-4830	F	N	0
UTAH'S JOB CONNECTIONS	JOB PLACEMENT	305 N MAIN ST STE 100	TOOELE	UT	84074	435-833-7310x	(435) 833-7395	F	N	0
VOCATIONAL REHABILITATION	BRIAN	3350 AMERICANA TER #210	BOISE	ID	83706	208-334-3650x	(208) 334-3661	F	N	0
VOCATIONAL REHABILITATION	JOB PLACEMENT	650 W STATE ST	BOISE	ID	83702	208-334-3390x	(208) 334-5305	F	N	0
VOCATIONAL REHABILITATION	JOHN MILLER	912 12TH AVE S #C	NAMPA	ID	83651	208-465-8414x	(208) 465-8416	F	N	0
VOCATIONAL REHABILITATION	HOLLY HUGHES	6003 CASSIA ST	BOISE	ID	83709	208-322-3738x	(208) 327-7493	E	N	0
VOCATIONAL REHABILITATION	MENDIE MOYES	1325 ALBION	BURLEY	ID	83318	208-678-3838x		E	N	0
Welfare Division- Self Reliance	Leanne Simmons	450 West State Street	Boise	ID	83702	208-334-6535	208-334-6912	F	N	0
West Idaho Training Company	Glen Roach	3525 Arthur Street	Caldwell	ID	83605	208-454-3051	208- 454-3053	E	N	0
Workforce Development		533 26th Avenue Suite 204	Ogden	UT	84401	801-394-9774	801-394-9841	F	N	0
Total Resources: 106										

WALKER, CARRIE

From: WALKER, CARRIE
Sent: Tuesday, August 31, 2010 5:42 PM
To: _JOB POSTINGS; Mark Shilstone (Medialine) (medialine@medialine.com); Earlene Lefler (NBA); Sylvia Wells (ccnmainfo@ccnma.org); HRITZ, TERRY
Subject: Post the KENV Part Time Video Editor
Importance: High
Attachments: KENV Part Time Video Editor 2010.doc; KENV Postings.xls

Please post the attached KENV Part Time Video Editor in your posting location.

Also attached is a summary of current job openings are KENV.

Thank you,

Carrie Walker

KRNV Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com



Elko Nevada Job Connect
172 6th Street
Elko, NV 89801
Fax: 775-753-7212

4001 S. Virginia St Ste H
Reno NV 89502
Phone: 775-834-1970
Fax: 775-688-1279
businessservices@nvdestr.org
Web Site: <http://www.nevadajobconnect.com>

Date: 9/1/10

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRVN News 10* Address: *1025 Chilton Circle*
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRVN Business Manager*
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*
Nevada Unemployment Insurance Contributions # FEIN #
Business Legal Name: *Ruby Broadcasting Company* URL Address:
Nature of Business: *Television* Total number of employees: *5*
Company Benefits:
☐ Health Insurance ☐ Dental Insurance ☐ Vacation ☐ Sick Leave ☐ Holidays
☒ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes
Is the business under an Affirmative Action court order? ☒ No ☐ Yes
Physical location of job site, if different than above:

JOB OPENING INFORMATION

Job Title: *Part Time Video Editor* Number Of Openings: *One* Starting Wage \$ *10.00*
Duration: ☐ F/T Reg ☒ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *20*
Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *TBA* to
Education Level Requirements: ☐ None ☒ GED/H.S. ☐ Some College ☐ Degree
NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? DMV Printout Required? ☐ No ☒ Yes
Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes
Own tools required? ☒ No ☐ Yes If yes, what?
Typing Speed: *Not specified* /wpm Licenses/Certifications required:
Lifting Required? *50lbs.* ☐ Consistently ☐ Occasionally
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing /wpm ☐ Other
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)
If more space is required, please use separate sheet or include job/position description: See attached or following
Job Skills/Requirements: *See attached or following*
Referral Instructions - Contact Name: *Human Resources*
Apply Via: ☒ Apply online to ☒ Email resume to *cwalker@MyNews4.com*
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between and
☐ Send direct between and ☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*
Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes
Is this a confidential replacement position? ☒ No ☐ Yes

HP Color LaserJet 2840

KRNV
7757851208
Sep-1-2010 8:33AM

Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
2638	9/ 1/2010	8:29:40AM	Send	17757537212	3:36	3	OK



Date: 9/1/10

Elko Nevada Job Connect
172 6th Street
Elko, NV 89801
Fax: 775-753-7212

4001 S. Virginia St Ste H
Reno NV 89502
Phone: 775-834-1970
Fax: 775-688-1279
businessservices@nvdecr.org
Web Site: <http://www.nevadajobconnect.com>

BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@MyNews4.com*
Nevada Unemployment Insurance Contributions # FEIN #
Business Legal Name: *Ruby Broadcasting Company* URL Address:
Nature of Business: *Television* Total number of employees: *5*
Company Benefits:
☐ Health Insurance ☐ Dental Insurance ☐ Vacation ☐ Sick Leave ☐ Holidays
☒ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes
Is the business under an Affirmative Action court order? ☒ No ☐ Yes
Physical location of job site, if different than above:

JOB OPENING INFORMATION

Job Title: *Part Time Video Editor* Number Of Openings: *One* Starting Wage \$ *10.00*
Duration: ☐ F/T Reg ☒ P/T Reg ☐ F/T Temp ☐ P/T Temp Hours Per Week: *20*
Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *7A to*
Education Level Requirements: ☐ None ☒ GED/H.S. ☐ Some College ☐ Degree
NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? *DMV Printout Required?* ☐ No ☒ Yes
Own Transportation Required? ☐ No ☒ Yes Is the job site on or near a bus line? ☐ No ☐ Yes
Own tools required? ☒ No ☐ Yes If yes, what?
Typing Speed: *Not specified* wpm Licenses/Certifications required:
Lifting Required? *50lbs.* ☐ Consistently ☐ Occasionally
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing /wpm ☐ Other
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)
(If more space is required, please use separate sheet or include job-position description: See attached or following)
Job Skills/Requirements: See attached or following
Referral Instructions - Contact Name: *Human Resources*
Apply Via: ☒ Apply online to ☒ Email resume to *cwalker@MyNews4.com*
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between and
☐ Send direct between and ☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*
Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes
Is this a confidential replacement position? ☒ No ☐ Yes

04/09/08 JP

WALKER, CARRIE

From: mark [mark@medialine.com]
Sent: Wednesday, September 01, 2010 8:35 AM
To: WALKER, CARRIE
Subject: FW: EEO Confirmation letter

Please allow this to serve as confirmation of receipt of the following job listing(s) from : **KENV** on 09/01/10

PART TIME EDITOR

The listing(s) will run for a 30 day period on our national television job listing service (unless you indicated otherwise) and then automatically remove themselves from the system.

If you need further documentation for your EEO files, please feel free to contact us at:

Phone:800-237-8073

Email:medialine@medialine.com

Fax:831-6485204

Mailing address:Box 51909, Pacific Grove, CA 93950

Contact:Mark Shilstone, Manager

Thank you for using MediaLine,
Mark Shilstone
Manager
MediaLine

9/1/2010

WALKER, CARRIE

From: Earlene Lefler [earlene@nevadabroadcasters.org]
Sent: Wednesday, September 01, 2010 8:37 AM
To: WALKER, CARRIE
Subject: RE: Post the KENV Part Time Video Editor

Both positions posted.....Earlene

Earlene Lefler
Nevada Broadcasters Association
1050 E. Flamingo Road, Suite 102
Las Vegas, NV 89119
702-794-4994



-----Original Message-----

From: WALKER, CARRIE [mailto:CWALKER@KRNv.com]
Sent: Tuesday, August 31, 2010 5:42 PM
To: _JOB POSTINGS; medialine@medialine.com; Earlene Lefler (NBA); ccnmainfo@ccnma.org; HRITZ, TERRY
Subject: Post the KENV Part Time Video Editor
Importance: High

Please post the attached KENV Part Time Video Editor in your posting location.

Also attached is a summary of current job openings are KENV.

Thank you,

Carrie Walker

KRNv Business Manager
cwalker@MyNews4.com
1790 Vassar Street
Reno, NV 89502
775-322-4444 Ex 1207
www.MyNews4.com

No virus found in this incoming message.

Checked by AVG - www.avg.com

Version: 8.5.441 / Virus Database: 271.1.1/3105 - Release Date: 08/31/10 18:34:00

CATALOG NUMBER	<div> <div>APP Date</div> <div>Applicant's Name</div> <div>Resume or App</div> <div>Resource</div> <div>Applying for Specific Position</div> </div>				Dept. App Forwarded To		Phone	
034-10-1050	9/1/10	Burns, James	A	Referral	P/T Video Editor	Hritz	752 Hayland Spring Creek, NV 89815	(775) 778-0335

1/1/2006

**SUNBELT COMMUNICATIONS COMPANY
HIRE AUTHORIZATION**STATION: KENV DEPARTMENT: NewsPOSITION: Video Editor P/TSTATUS: F/T P/T
(Circle One)**RECRUITMENT EFFORTS (CONTACTS):**

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) _____
- (8) _____
- (9) _____
- (10) _____

INTERVIEWEES:**Referral Source** (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>James Buins</u>	<u>034-10-1050</u>	<u>9/1/10</u>	<u>Referral</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

____ TOTAL INTERVIEWS

HIRE AUTHORIZATION

Position: Video Editor Station: KENV
Candidate Hired: James Burns

RESULT/SYNOPSIS (why you chose this candidate; must be completed):

Jim was hired because of his editing
experience Jim was a student of the
GBC Broadcast technology program and
was an KENV Intern in the program.

Referral Source (how they heard about job)**Name**

Selected: Referral
(Referral source)

James Burns
(Candidate hired)

Start Date: 9/7/10

Replacing: Greg Knight

APPROVED BY: [Signature]
President

DATE: 9-3-10